

STAFF REGULATION

RECORDS AND CORRESPONDENCE

FORMS MANAGEMENT PROGRAM

1. GENERAL

This instruction supplements existing Agency Regulations and establishes a continuing Forms Program for the Staff.

2. BACKGROUND

A Forms Management Survey has recently been completed in the Staff. A determination has been made as to which forms are official; which are unofficial and of significant value to be made official; which are obsolete forms to be destroyed; and which forms are rarely used. This leaves us in good position from which to start a revitalized Forms Program.

About 400,000 pieces of paper result from official Staff forms each year. If only 50% of this paper ended up in our files, it would occupy space equivalent to 12, four-drawer safes each year. Our need for a strengthened forms program is obvious.

3. RESPONSIBILITY AND AUTHORITY

- a. Division and Staff Chiefs or their designees will initially approve or disapprove all requests for new, revised, or reprint orders of forms used within their sphere of responsibility. They will also ensure that appropriate concurrences have been obtained from other components of the Staff or of the Agency as needed.
- b. The Chief Support Division will provide for a review of all "Requests for approval of Forms", Form 30, and for the following:
 - (1) Proper completion of Form 30
 - (2) Ensuring that necessary concurrences have been obtained
 - (3) Preventing duplication of forms
 - (4) Correlating forms, procedures, and issuances
 - (5) Preventing the creation of unnecessary forms and copies of forms.
- c. The Administrative Officer, Support Division, who has been designated as the Staff Records Officer, /RO, will act as coordinator between the Staff and the Records Administration Staff/DES. He will provide staff assistance as needed. He may recommend approval or disapproval of a form to the Chief, Support Division.

4. SUBMISSION OF REQUESTS FOR APPROVAL OF NEW OR REVISED FORMS

"Requests for Approval of Forms" (Form 30) will be completed, signed by the Division Chief or his designee, and submitted in duplicate to the /RMO together with the following:

(1) Draft of new or revised form

(2) If applicable, a copy of the proposed procedure regarding use of the new or revised form

5. SUBMISSION OF REQUESTS FOR APPROVAL OF REPRINT OF AN EXISTING OFFICIAL FORM

Send a copy of the latest edition of the requested form to the /RO along with an estimate of the number of copies needed to last one year.

CHIEF,

STAFF

STATINTL

July 1965

COMPARATIVE COSTS TO STORE AND SERVICE ONE CU. FT. OF RECORDS
(2000 PIECES OF PAPER) FOR ONE YEAR IN OFFICE SPACE
AND IN THE RECORDS CENTER

	<u>AGENCY OFFICE</u>	<u>AGENCY RECORDS CENTER</u>
1. Equipment - - - - -	\$ 3.24	\$.09
2. Space - - - - -	\$ <u>3.00</u>	\$ <u>.33</u>
3. Cost to Store - - - - -	\$ 6.24	\$.42
4. Reference Service (Personnel Costs)- -	\$ 52.91	\$ 1.36
5. Total Cost to Store and Service - - -	\$ 59.15	\$ 1.78

CALL RECORDS ADMINISTRATION STAFF -X2468 - FOR ADDITIONAL INFORMATION
ABOUT THE AGENCY RECORDS ADMINISTRATION PROGRAM

JULY 1964

COSTS TO STORE AND SERVICE ONE CU. FT. OF RECORDS (2,000 PIECES OF PAPER) FOR ONE YEAR.**I. AGENCY OFFICE COSTS**

1. Equipment - The pro-rata cost for 8 cu. ft. capacity filing equipment is \$259. Amortized over 10 years, this equipment would cost \$25.90 per year or \$3.24 for one cu. ft. capacity \$ 3.24
2. Space - One cu. ft. of records requires one sq. ft. of floor space - - - - - \$ 3.00
3. Cost to Store One Cu. Ft. of Records for One Year - - - - - \$ 6.24
4. Personnel - One employee GS-4 - \$4,775, can service 96 cu. ft. of records (Remington Rand, "How to Measure Your Filing Costs and Efficiency").
5. Cost to Service One Cu. Ft. of Records for One Year - - - - - \$ 49.74
6. TOTAL COST TO STORE AND SERVICE 1 CU. FT. OF RECORDS (ONE HALF FILE DRAWER) PER YEAR IN OFFICE SPACE - - - - - \$ 55.98

II. AGENCY ARCHIVES AND RECORDS CENTER COSTS

1. Construction Cost
 - a. Construction cost of Center including equipment - - - - \$586,889.00
 - b. Total cost per year based on 20 years amortization- - - \$ 34,344.00
2. Space - Cost per cu. ft. per year based on 103,380 cu. ft. capacity - - - - - \$.33
3. Equipment - Records Center Box - - - - - \$.09
4. Cost to Store One Cu. Ft. of Records for one year- - - - - .42
5. Personnel - Fiscal Year 1964 - \$127,500 in .01 funds to handle 95,738 cu. ft. of records (82,452 on hand at end of year, Disposition taken on 13,286 cu. ft. during the year).
6. Cost to Service One Cu. Ft. of Records per year in Records Center - - - - - \$ 1.33
7. TOTAL COST TO STORE AND SERVICE 1 CU. FT. OF RECORDS PER YEAR IN RECORDS CENTER - - - - - \$ 1.75

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